

**THE GREATER HARRODSBURG/MERCER COUNTY
PLANNING AND ZONING COMMISSION**

**109 Short Street
Harrodsburg, Kentucky 40330
(859)-734-6066**

Date: April 10, 2006

Time: 5:30pm

MINUTES

1. Chairman Upchurch called the meeting to order:

A. Roll Call of Commission Members:

Commissioners Present:

Robert Lewis
Bob Upchurch
Rosetta Johnson
Boone Logan
Bill Randolph
John Goodlett

Staff Present:

David Patrick, Attorney
Shawn Moore, ZAO
Jane Campbell, Adm. Asst.

B. Previous minutes of March 13, 2006; and March 16, 2006.

A motion was made by Commissioner Randolph and seconded by Commissioner Logan to approve the minutes of March 13, 2006 and March 16, 2006 as submitted. All commissioners voted in the affirmative by role call vote. Motion carried.

2. Old Business:

1. Minor Plat – submitted by Cheyenne, LLC for the purpose of creating 10 parcels totaling 207.744 acres located on Paradise Camp Road in Mercer County, Kentucky. The zoning map indicates that this property is zoned A-2 (Agricultural) & R-2 (Multi-Family Residential). This item was tabled on 3-13-06. This item has also been tabled until the 05-08-06 meeting per the property owner's request.

3. New Items:

Consent Agenda (Minor Plats)

1. Minor Plat – submitted by Carol J. Pease for the purpose of creating 4 parcels totaling 45.205 acres from the property located on Curry Pike in Mercer County, Kentucky. The zoning map indicates that this property is zoned A-2 (Agricultural). A motion was made by Commissioner Lewis and seconded by Commissioner Johnson to approve the plat as submitted. Roll call vote was unanimous. Motion carried.

Major Plats

2. Final Plat Amendment – Bright Leaf Estates – submitted by Central Kentucky Land Surveying for the purpose of establishing boundary's for lots 1 through 4 located on US 127 in Mercer County, Kentucky. The zoning map indicates that this property is zoned B-2 (Highway-Business). A motion was made by Commissioner Lewis and seconded by Commissioner Logan to approve the plat as submitted. Roll call vote was unanimous. Motion carried.

3. Final Plat Amendment – Spillman Addition – submitted by Linda Wilson on behalf of Martin D. Harley for the purpose of creating a .03 acre parcel from lot 44 and combining with the Virgil & Opal Peyton property. The property is located on Ewing Avenue in Harrodsburg, Kentucky. The zoning map indicates that this property is zoned R-2 (High-Density Residential). A motion was made by Commissioner Logan and seconded by Commissioner Randolph to approve the plat as submitted. Roll call vote was unanimous. Motion carried.

4. COMMUNICATION-BILLS-PERSONNEL:

1. Treasurers Report – Financial Statement (March 2006)

A motion was made by Commissioner Logan to accept the March 2006 Planning and Zoning Commission financial statement and seconded by Commissioner Lewis. Motion carried unanimously.

2. List of Unpaid Bills – A list of unpaid bills was presented to the Commission for approval. A motion to pay the bills was made by Commissioner Lewis and seconded by Commissioner Logan. Motion carried unanimously.

3. Executive Director's Report

a) Traffic Impact Studies Presentation – Bob Kennedy – Palmer

Engineering – Bob Kennedy presented to the Planning & Zoning Commission a detailed traffic impact study presentation, he also emphasized the importance of a traffic study and how beneficial it would be for the city of Harrodsburg and Mercer County.

b) Commissioner & BOA Reference Manual Updates – Executive Director, Shawn Moore, gave all Commission members updated information for their reference manuals.

c) Proposed Personnel Policies & Procedure Manual – Executive Director, Shawn Moore, presented to the Commission a draft of the Personnel Policies & Procedure Manual. A motion was made by Commissioner Logan and seconded by Commissioner Lewis to adopt and accept the Personnel Manual as presented. Motion carried unanimously.

d) Planning Board Membership in APA – Executive Director, Shawn Moore, informed the Commission of the benefits of becoming a member of the (APA) – The American Planning Association. Chairman Upchurch requested that more information would be needed at this time regarding the membership in the APA.

e) Authorization for Refund of BOA Appeal Application Fee – Robert J. McFatridge – A motion was made by Commissioner Logan and seconded by Commissioner Johnson to refund the BOA appeal application fee to Mr. Robert J. McFatridge in the amount of \$110.00, less the \$40.00 administrative fee. Motion carried unanimously.

f) Workers Compensation Policy Update – Executive Director, Shawn Moore informed the Commission about the update for workers compensation for staff coverage. He stated that the state policy minimum is a premium of \$500.00 per year. He advised the Commission that the policy is in effect.

g) KAPA Spring Seminar – May 11-12, 2006 – Executive Director, Shawn Moore informed the Commission of the KAPA Seminar being held on May 11-12, 2006. Mr. Moore stated that he attends this seminar annually. The seminar will be held at Falls in The Rough in Leitchfield, Kentucky, and the average cost will be \$300.00. A motion was made by Commissioner Logan and seconded by Commissioner Randolph for Shawn Moore to attend the seminar. Motion unanimously carried.

4. Attorney's Report – David Patrick

Attorney Patrick informed the Commission that an executive session was needed for the purpose of litigation and personnel.

5. Executive Session

A motion was made by Commissioner Logan and seconded by Commissioner Lewis to go into executive session for the purpose of discussing personnel and litigation. Motion unanimously carried.

A motion was made by Commissioner Logan and seconded by Commissioner Johnson to come out of executive session.

A motion was made by Commissioner Logan and seconded by Commissioner Randolph to hire Nanette Young as the new Zoning Enforcement Officer at a pay rate of \$8.50 per hour, and she will work part-time for 98 or less hours per month. Motion unanimously carried.

A motion was made by Commissioner Johnson and seconded by Commissioner Logan to change Jane Campbell, Administrative Assistant, from probationary status to full-time and increase her pay from \$8.27 to \$10.34 per hour effective 04/24/06. 5% of the raise was for moving from probationary status and 20% for merit because of her performance since assuming the position. Motion unanimously carried.

With no further business before the Commission, a motion was made by Commissioner Logan and seconded by Commissioner Johnson to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 6:55pm.